

9 August 1951

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MEMORANDUM FOR: [REDACTED]  
FROM : [REDACTED]  
SUBJECT : Reading Improvement Program.

a. Basic mission of Reading Improvement is development of Reading Skills thereby increasing flow of material across any given desk or through any given office.

b. Major function. 1. Current. To increase the reading speed of UTG/A students and Career employees so that less time will be spent on research and work projects in furtherance of the student's knowledge of intelligence. 2. Forecast. In addition to students listed in 1 above, to also train personnel on duty in the agency in rapid reading techniques to help in the flow of printed matter through their respective offices.

c. Major tasks. 1. Supervision and Instruction in Rapid Reading Laboratory. 2. Clerical and Administrative work in support of above. 3. Assistant and Proctor for testing and assessment program. 4. Supervision of grading of tests given in 3 above.

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d. Mr. [REDACTED] is engaged in portions of above for 4 hours daily.

e. A complete course in Rapid Reading for a duration of 6 weeks has been initiated and 51 students are currently enrolled. 13 students have completed a course of 6 weeks.

f. Plans for the future. Correlation of reading speeds and comprehension to testing and assessment program. Addition of 1 full hr. of instruction for people on duty in agency. Constant research into reading problems for betterment of course.